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4 August 1971

MEMORANDUM FOR THE RECORD

SUBJECT: CSC Job Evaluation and Pay Review Task Force

1. The Task Force is preparing legislation which could eliminate the Agency's existing exemption from the classification act and impose related reporting and audit procedures on the Agency which do not now exist.

2. Under the law under which the Task Force was established, recommendations to the Congress are due by 17 March 1972 (Public Law 91-216).

3. Because eventual legislation is in the offing, I've kept in periodic contact with representatives of the Office of Personnel who have been in liaison with the Task Force and who I understand have made reports within command channels. In these exchanges I have pointed out that it is important that an Agency position with respect to the proposals be arrived at at the earliest possible date and be made known to and favorably acted upon within the Executive Branch before the proposals are submitted to the Congress.

4. Today I was assured by Mr. [REDACTED] Deputy Director of Personnel for Plans and Control, that a position paper is now in channels (DDS to Colonel White with coordination for OGC and OLC). The paper recommends a complete exemption from the proposed legislation for the Agency and, as a fallback position, exemption from certain features involving external audit. In response to my question, Mr. [REDACTED] said that the paper as released by him did not deal either with the mechanics of obtaining external approval of the Agency's position or the importance of obtaining this approval within the Executive Branch before recommendations are finalized and submitted to the Congress.

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[REDACTED]
Assistant Legislative Counsel

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29 JUL 1971

MEMORANDUM FOR: Chief, Position Management and Compensation Division

SUBJECT : CSC Symposium on Job Evaluation and Pay Review Task
Force Studies, Program Plans and Work Status

1. The above cited subject symposium was the third and last to be conducted by Mr. Philip M. Oliver, Chairman, Job Evaluation and Pay Review Task Force at the CSC with some 150 representatives attending from numerous departments and agencies throughout the Federal Government. Generally, the subject areas concerning explanations on the various Job Evaluation Plans/Systems appeared to be a repeat performance of those outlined by Mr. Raymond Dunn in his report of the 21 July 1971 meeting. However, the following are pertinent facts concerning current developments in the Task Force program:

a. Several agency representatives continued to express concern over the possibility and effectiveness of delegating classification authority to the lowest management level with major concern regarding possible lack of uniformity of application, thus resulting in skill level distortions, pay, etc.

b. One representative spoke at length with very strong convictions that the time frame for review, evaluation, testing, comments, etc., has been too short to give extensive review and analysis in depth that the various systems deserve and no doubt we are permitting mistakes to be included in the various model guide lines and systems which could plague the total plan for the next 15 years.

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Excluded from automatic
downgrading and
declassification

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c. Research and Development Scientists and Engineering positions will possibly fall within the Special Occupational Category along with various positions in the Health Services (Doctors, Dentists, Nurses, etc.), and other selected professions - Lawyers, Teachers, etc. The Task Force is recommending that agencies with considerable numbers of such positions set up a professional board of top level and highly competent scientific officials within their own organization to review, rank, approve, etc., these type professional positions associated with the rank-in-man concept. The system will permit an independent scientist, based on his competency and subject matter authority, to go to the top of the system/salary schedule without management responsibility. Basic criteria for Special Occupational consideration was outlined as follows:

- (1) Respective occupation comprises a closed career
- (2) Private industry treats the position as separate and distinct professional occupations, and
- (3) Positions do not lend themselves to fundamental classification evaluation techniques, difficult to measure on a factor analysis concept, and should be judged on an incumbent's ability and recognized authority.

d. The current recommendations concerning schedules for positions located overseas would be based on Washington, D.C.,

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locality rates for positions within the COMOT System, and the National rate for APRES System.

e. The Task Force Chairman reiterated that the plans/ systems and any subsequent changes will continue to include legislative recommendations which give the Executive Branch full responsibility and authority to create, establish, modify, etc., the evaluation and pay schedules without requiring Congressional approval or special action, otherwise we would be defeating one of the major objectives. Further, the report recommendations will provide for maximum freedom to Agencies in administering the various systems as well as insure equity, effectiveness, etc., within each Agency according to CSC guide lines.

f. The Task Force is recommending the systems be reviewed every 5 years to insure overall effectiveness, identify errors - Shortcomings, etc.

g. Strong emphasis in a more effective classification appeals program within each Agency continued to be mentioned on several occasions during the seminar with final appeals extending beyond Agency lines.

h. The Task Force Chairman reminded Classifications Analyst again of their changing role under the new system, namely from one of day to day position auditing, surveying, writing descriptions, and related classical operating classification to one of an advisory capacity in position

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evaluation, job structuring, plus true position management (i.e., identification of work cycles necessitating additional positions, recognizing job fragmentation, pointing out duplication, grouping like functions together, analyzing span of control, advising on organization/position alignment, etc.), and furnishing guidance to managers in position analysis, administering the various Evaluation and Pay Systems, and performing post audit functions.

2. Mr. Oliver gave the following outline and time table with respect to the Task Force plans, recommendations, report, legislative processes, etc.:

a. The House Subcommittee on Position Classification, chaired by Representative James M. Hanley, completed the public hearings last week (23 July).

b. The Task Force met for several days last week with the 3 CSC Commissioners working out agreements on the general subject proposals, content, etc., of the final report which would be acceptable to them for forwarding to Congress.

c. Final report preparation will begin in September 1971 with completion date set for latter part of October 1971.

d. Report to be submitted to the CSC Commissioners in November 1971.

e. Presentation and general review of the report by the President during December 1971.

f. Final report and recommended legislation forwarded to the Congressional Committee and Congress in January 1972

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for their review and approval.

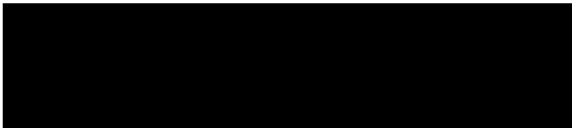
g. Begin implementation of the Plans by the various Federal agencies in July 1972.

h. The Plans should be fully operational in all agencies by July 1973 including development of procedures, guide lines, benchmarks, training, etc., by the various agencies.

3. The Task Force proposed Plan affects numerous existing laws, statutes, special authorities, etc., applicable to specific agencies. These are currently being reviewed to determine changes and/or additional legislation which must be initiated prior to implementation of the overall systems/plans.

4. Training materials, guide lines, etc., for both managers and classifications analyst are currently being developed by CSC and will be available in early 1972.

5. In closing, Mr. Oliver spoke with a very positive attitude and in a definite manner of optimism assuring those represented that the Plans and Systems would be approved by the Commissioners, Congress, and the President and agencies should begin gearing themselves and their personnel program accordingly.


Scientific and Clandestine Service Branch
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